

JOB DESCRIPTION

Job Title: Administrative Assistant (Canada Summer Jobs)

Classification: Excluded – Temporary (Canada Summer Job)

Reports to: Executive Director (ED) and Director of Operations

Location: Nanaimo, BC

Term: 9 Weeks (May 19, 2026 – July 17, 2026)

Hours of Work: 30 hours per week

Pay Rate: \$22.00/hour

JOB SUMMARY

The Administrative Assistant is a temporary summer position funded through the Canada Summer Jobs Program (CSJ). The role works as part of the Administration Team, providing general administrative support and assisting with short-term administrative projects over a nine-week period. This position contributes to the effective functioning of administrative operations while offering meaningful hands-on experience in a community-based, not-for-profit organization.

CANADA SUMMER JOBS ELIGIBILITY

To be eligible under the Canada Summer Jobs Program, applicants must:

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person with refugee protection under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada.

Organizational Requirement: Due to organizational policies and operational requirements, applicants must be 19 years of age or older.

Eligible applicants for this position will therefore be 19–30 years of age.

DUTIES AND RESPONSIBILITIES

General Administrative Support

- Provide day-to-day administrative support to the Leadership Team
- Prepare, format, edit, and proofread correspondence, reports, and internal documents
- Set up, organize, and maintain electronic and paper filing systems
- Assist with updating administrative manuals, templates, and internal documentation
- Support improvements to office processes and administrative workflows
- Perform other related administrative tasks as required

Administrative Project Support

- Assist with short-term administrative projects based on organizational needs
- Support data entry, records management, document organization, and file clean-up
- Assist with documentation related to system updates, internal reviews, or audits

Meetings and Documentation

- Attend meetings as requested
- Take meeting minutes as needed and assist with organizing and distributing meeting documentation

REQUIRED SKILLS AND ABILITIES

- Excellent organizational, planning, and time management skills
- Strong written and verbal communication skills
- High level of attention to detail and accuracy
- Ability to work independently and collaboratively in a team environment
- Strong interpersonal skills, professionalism, and discretion
- Ability to recognize, handle, and maintain strict confidentiality
- Strong computer skills with proficiency in Microsoft 365, including Word, Excel, Outlook, Teams, and SharePoint
- Willingness to learn new systems and administrative processes
- Ability to take direction, listen effectively, and respond positively to feedback

EDUCATION AND EXPERIENCE

- Completion of, or current enrollment in, post-secondary education, office administration training, or a related field
- Previous administrative or office experience is an asset
- Experience with Human Resources Information Systems (HRIS) or HR-related software is an asset
- Successful completion of a Criminal Record Check

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer
- Ability to lift up to 15 pounds occasionally
- Ability to access and navigate organizational facilities